

**THE COMMITTEE OF BAR EXAMINERS
OF THE
STATE BAR OF CALIFORNIA**



**INSTRUCTIONS FOR APPLICANTS WHO DID NOT PASS THE JULY 2002 BAR
EXAMINATION AND WHO INTEND TO TAKE THE FEBRUARY 2003
GENERAL BAR EXAMINATION OR ATTORNEYS' EXAMINATION**

DATE: Tuesday, Wednesday and Thursday, February 25, 26 and 27, 2003
TIME: Morning and Afternoon on Tuesday, Wednesday and Thursday

Beginning Monday, November 25, 2002 you may file an application on-line or download the application for the February 2003 California Bar Examination, through the Admissions portion of the State Bar's web page at www.calbar.ca.gov. Applications are also available from the State Bar's Office of Admissions.

TEST CENTERS

Applicants must select the test center as well as the city in which they wish to take the examination. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the time of receipt of **completed** applications. When the test center given first preference is full, the second choice or third choice will be assigned. If all three choices are full, the applicant will be assigned to the closest available test center. Eligibility for test centers will be restricted as indicated below.

Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with state law.

Applicants should carefully select the test center at which they wish to take the examination and enter the name on the line and the code in the boxes provided on the application form.

Test center changes will only be considered upon petition showing good cause. Applicants wishing to change the test center to which they have been assigned must submit a written request and such request must be received in the Los Angeles Office of Admissions no later than **February 11, 2003**.

Only those applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S"). Selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination and does not guarantee assignment to that test center. All other applicants with disabilities should select from the non-testing accommodations test centers listed below. If after filing the application form, applicants are granted accommodations, in most cases, they will be assigned to a testing accommodations test center in the general area of their first choice.

LOS ANGELES AREA ELIGIBILITY OPEN

Los Angeles Convention Center
1201 S. Figueroa Street
Los Angeles

Code W111 (Writers)

The Pasadena Center
300 East Green Street
Pasadena

Code L102 (Laptop Pilot Program)

The Pasadena Center
300 East Green Street
Pasadena

Code T102 (Typists)

Radisson Hotel - Westside
6161 W. Centinela Avenue
Culver City

Code S106
(Testing Accommodations - Writers)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

Radisson Hotel - Westside
6161 W. Centinela Avenue
Culver City

Code S107
(Testing Accommodations -
Typists/Computers)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

SAN DIEGO ELIGIBILITY - Restricted to San Diego Residents

San Diego Concourse & Performing Arts Center
202 "C" Street, MS 57
San Diego

Code W300 (Writers)

San Diego Concourse & Performing Arts Center
202 "C" Street, MS 57
San Diego

Code T300 (Typists)

San Diego Concourse & Performing Arts Center
202 "C" Street, MS 57
San Diego

Code L300 (Laptop Pilot Program)

Four Points Hotel San Diego
8110 Aero Drive
San Diego

Code S301
(Testing Accommodations - Writers/
Typists/Computers)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

SAN FRANCISCO/OAKLAND BAY AREA ELIGIBILITY OPEN

Oakland Convention Center
1001 Broadway
Oakland

Code W600 (Writers)

Oakland Marriott City Center Hotel
Jewett Ballroom
1001 Broadway
Oakland

Code T610 (Typists)

South San Francisco Conference Center
255 South Airport Blvd.
South San Francisco

Code L603 (Laptop Pilot Program)

Crowne Plaza Hotel
1177 Airport Blvd.
Burlingame

Code S623
(Testing Accommodations - Writers/
Typists/Computers)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

SACRAMENTO

ELIGIBILITY OPEN

California Expo Center
1600 Exposition Blvd
Sacramento

Code W700 (Writers)

California Expo Center
1600 Exposition Blvd
Sacramento

Code T700 (Typists)

California Expo Center
1600 Exposition Blvd.
Sacramento

Code L700 (Laptop Pilot Program)

Sacramento Hilton Inn
2200 Harvard
Sacramento

Code S706
(Testing Accommodations - Writers/
Typists/Computers)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

NOTICE

Send completed application with the appropriate fees and payment coupon to:

Office of Admissions
The State Bar of California
Dept. 7143
Los Angeles, CA 90088-7143

DO NOT SEND CERTIFIED MAIL OR ANY OTHER SPECIAL METHOD OF DELIVERY TO THE ABOVE ADDRESS. Applications sent "CERTIFIED MAIL" or any other special method of delivery must be addressed to either Los Angeles or San Francisco as listed below:

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

INQUIRIES REGARDING THE STATUS OF AN APPLICATION SHOULD BE DIRECTED TO THE LOS ANGELES OFFICE OF ADMISSIONS. IT IS REQUESTED THAT SUCH INQUIRIES BE MADE IN WRITING RATHER THAN BY TELEPHONE.

FEES FOR THE EXAMINATION

ALL APPLICANTS MUST PAY THE REQUIRED FEES.

1. California Bar Examination Fee
General Applicants \$428.00
Attorney Applicants \$623.00
2. Typing or Laptop Pilot Program Fee
(Applicable only if participating in the laptop pilot program or typing the examination) \$67.00
Late Typing Fee (Request to type after submitting application) \$15.00

If you are downloading the application form, the payment coupons must be detached from the application form and completed. Please fill in your name, social security number, amount paid, and indicate application type. The coupon and appropriate fees must be attached to the front of the application.

Checks should be made payable to The State Bar of California.

THE TIMELY FILING DEADLINE: DECEMBER 10, 2002

To avoid payment of a late filing fee, an application must be received in the Admissions' offices or be postmarked on or before December 10, 2002.

LATE FILING INFORMATION

In addition to the application fee, all applications received or postmarked between the dates listed below must be accompanied by a late filing fee:

DATES	LATE FILING FEES
December 11, 2002 through December 30, 2002	\$ 50.00
December 31, 2002 through January 15, 2003	\$250.00

To be accepted, an application and fees must be received by the Office of Admissions or postmarked on or before January 15, 2003. Applications postmarked after January 15, 2003, will not be accepted.

RETURNED CHECKS

A charge of \$20.00 will be assessed when checks are not negotiated and are subsequently returned. Any late filing fee in effect at the time the check is covered will also be required.

STOPPING PAYMENT ON A CHECK, DISHONORING A CHECK OR CONTESTING A CREDIT CARD CHARGE DOES NOT CONSTITUTE WITHDRAWING FROM AN EXAMINATION. APPLICANTS WHO DO SO WILL BE REQUIRED TO RETURN THE FEES AND PAY ANY ADDITIONAL FEES REQUIRED WITH A MONEY ORDER OR CASHIER'S CHECK PRIOR TO BEING ALLOWED TO TAKE ANY FUTURE EXAMINATION.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Office of Admissions.

WITHDRAWALS/ABSENCES

In order to withdraw from the examination, you may use the Withdrawal Form (on the last page) or send a letter to the Los Angeles Office of Admissions. An applicant who withdraws from this examination, is absent, is deemed ineligible, or takes only a portion of the examination and submits a request that his or her examination answers not be graded in accordance with the "Do Not Grade" policy is subject to the same filing deadlines as first-time applicants. (For the July 2003 General Bar/Attorneys' Examinations, to be administered July 29, 30 and 31, 2003, the deadline for timely filing is April 1, 2003; applications for that examination will be available on-line at www.calbar.ca.gov in March 2003).

An applicant who withdraws from the examination and subsequently wishes to reinstate his/her application will be required to pay the late filing fee in effect at the time of reinstatement. Applicants cannot be reinstated after January 15, 2003.

WITHDRAWAL REFUND POLICY

Withdrawal refund requests for the February 2003 California Bar Examination for unsuccessful applicants from the July 2002 California Bar Examination must be received on or before the dates listed below in order to qualify for a refund.

DATE	PERCENTAGE
January 9, 2003 (30 days after timely filing deadline)	60% refund
January 14, 2003 (35 days after timely filing deadline)	30% refund

Withdrawal requests received after February 11, 2003 will not be processed.

ADMINISTRATIVE PROCESSING FEE

Applications submitted with incorrect fees will be held without processing until the required fees are received by the Office of Admissions. If the applicant does not submit the appropriate amount by the final filing deadline, the applicant will receive a refund of fees submitted minus an administrative processing fee of \$25.00.

The transfer of fees from one examination to another is prohibited.

Refunds requested due to hospitalization, death of a relative, or call to active duty in the armed forces of the United States will be considered in accordance with the Committee's policy. A copy of the policy is available upon request.

GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The February 2003 General Bar Examination will have three parts: a six-question essay examination, the Multistate Bar Examination (MBE), and two performance tests (PT). The parts of the examination may not be taken separately, and California does not accept the transfer of MBE scores from other jurisdictions.

On Tuesday and Thursday, applicants will have three hours to answer each set of three essay questions and three hours for each PT. The MBE will be administered on Wednesday.

The examination for those applicants who have applied for and are eligible to take the Attorneys' Examination will be administered on Tuesday and Thursday. It will consist of the six essay questions and two PTs from the General Bar Examination.

Applicants admitted for the Attorneys' Examination will not be permitted to take the Multistate Bar Examination. Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination or to take the Attorneys' Examination instead of the General Bar Examination must be received in the Office of Admissions on or before **January 15, 2003**. It will not be possible to allow a change after that date, and **applicants must pass the examination assigned**.

The *Rules Regulating Admission To Practice Law In California (Rules)* permit an attorney admitted in another United States jurisdiction to qualify to take the Attorneys' Examination if he or she has been admitted as an active member in good standing of the bar of the admitting state or jurisdiction for at least four years immediately preceding the first day of the administration of the California Bar Examination for which the applicant applied. If an attorney was formerly not eligible to take the Attorneys' Examination but now is, this should be indicated on the front of the application form.

COMPLETION OF APPLICATION

Before filing the application, it should be checked to confirm that all questions have been answered, it is signed, and the correct fees are included. Any application not meeting these requirements is considered incomplete, will not be considered filed and will not be processed until it is brought to a complete status.

If an application is considered incomplete, an additional completion fee of \$20.00 will be required, plus any applicable late fee. Applications not brought to a complete status by the final eligibility deadline will be abandoned and no refund will be given.

In order to prevent an untimely filing, supporting documents may be submitted separately.

Applicants should retain a copy of their completed application for reference.

A NEW APPLICATION MUST BE COMPLETED AND FILED with the appropriate fees for each examination. Unless additional formal study is undertaken, further proof of law study need not be filed.

TYPING THE EXAMINATION

Applicants who wish to type the examination must select a typing test center and pay the additional non-refundable fee of \$67.00. This fee is **NOT** required for those applicants with disabilities who are granted testing accommodations. A \$15.00 late filing fee must accompany a request to type received subsequent to the filing of an application. The last date to file such a request is February 11, 2003. **Applicants must furnish their own typewriters or word processors and diskettes and have them inspected prior to the examination.**

In addition to standard typewriters such as the IBM Selectric, electronic typewriters, certain word processing typewriters and word processors also may be used. Please refer to the special bulletin regarding the use of typewriters and word processors during the California Bar Examination.

Applicants who wish to use electric typewriters or word processors will be permitted to do so with the understanding that **the Committee does not assume responsibility for any power failure or for machine malfunction. Applicants using electric typewriters or word processors must be prepared**

to continue the examination by writing in the event of any power failure, whether the failure is widespread or limited. Applicants using word processors should save their work product frequently. If the power fails during an examination session, it may not be restored during that session, and if an applicant loses power to his/her typewriter or word processor, the applicant must finish the examination session by writing and must not create a disturbance by attempting to either persuade the proctors to have repairs made or to make his/her own repairs.

Most outlets provided for those using electric typewriters will be individually fused. This is being done to limit the extent of any problem that may be created by a defective typewriter or cord. It will also limit the amount of power that any typewriter can draw without blowing a fuse and thus losing power. Applicants should have their typewriters and cords tested to be sure that they will not draw more than 1.25 AMPS. Blown fuses will not be replaced during an examination session. Applicants may not use their own power strips or back-up power supply system that requires the use of an outlet.

The outlets provided are not to be used for anything other than an electric typewriter or word processor, i.e. no battery chargers, lamps, etc. Applicants may not have more than one typewriter plugged in at any one time. No extra time or any other consideration will be allowed for power failure or interruption or for any mechanical breakdown of any typewriter.

The Committee does not accept any responsibility for the loss of personal property, including typewriters or word processors.

PILOT PROGRAM PERMITTING THE USE OF LAPTOP COMPUTERS

A pilot program permitting the use of laptop computers at specially designated test centers will be administered during the February 2003 California Bar Examination. Please see the announcement regarding the Pilot Program. Applicants who wish to participate in the Pilot Program must select a laptop test center and pay the additional, non-refundable, typing fee. Payment of the typing fee is required to participate and if an applicant subsequently determines to withdraw from the program, the fee will not be refunded.

USE OF SOUND SUPPRESSION EQUIPMENT

The use of any material or equipment for the purpose of sound suppression during the administration of the examination, other than "ear plugs" or plastic material normally associated with the sport of swimming and for the general purpose of blocking the entry of liquids into the ear, will require that the applicant file a testing accommodations petition.

Petitions for the use of sound suppression equipment will be processed if received prior to **January 15, 2003**. Petitions after that date must present good cause for relief from the deadline as well as grounds for being permitted to use sound suppression equipment.

CHANGES OF ADDRESS

PLEASE NOTIFY THE OFFICE OF ADMISSIONS **IN WRITING** OF ANY ADDRESS CHANGE ON OR BEFORE **January 15, 2003**. It is not guaranteed that address changes made after that date will be reflected on the admittance card.

CHANGE — WRITING/TYPING

All requests must be in writing and must be received prior to **February 11, 2003**. A request to change from writing to typing the examination must be accompanied by a fee of \$82.00.

EATING AND DRINKING PROHIBITED

Applicants are not permitted to bring beverages and/or food into the examination rooms.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Beginning with the February 2003 administration of the examination, applicants who failed the last examination and were previously granted accommodations based on permanent disabilities who want exactly the same accommodations may request such through the completion and submission of the application form. In some cases, additional documentation may be required to process an applicant's request. Completion of the application form and selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination, but does not guarantee the granting of the accommodations nor assignment to the test center selected. All other applicants with disabilities who wish to request accommodations for the first time, different or expanded accommodations than previously granted, or for temporary disabilities must **submit a petition, separately from the application form on the Committee's forms by the established deadline, which is January 15, 2003. Deadlines will not be extended.**

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed.

Testing accommodations are available to individuals with a mental or physical disabilities as defined under Rule XVII of the *Rules*. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids. The Committee does not offer or recommend to any applicant specific types of accommodations. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants.

The following documentation on the Committee's forms is required to process a request:

- a. Form A: Petition stating specific arrangements requested;
- b. Form B, C, D, and/or E: Medical certification/doctor's statement or appropriate specialist's statement;
- c. Form F: Law school statement explaining any accommodations provided to the applicant during law school; and, if applicable,
- d. Form G: Other jurisdiction statement explaining any accommodations provided to the applicant during that jurisdiction's bar examination.

The Committee's policies, procedures and forms to file a petition for testing accommodations are available upon request or you can access them through the Admissions portion of the State Bar's web page at www.calbar.ca.gov.

Petitions without the required documentation will not be considered complete until all necessary documentation is received, which must be no later than the final filing deadline. Subsequent requests for testing accommodations and new petitions for testing accommodations received after January 15, 2003, will not be processed for the February 2003 administration of the California Bar Examination.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

In addition to passing the California Bar Examination, applicants for admission to practice law in California must take and pass the Multistate Professional Responsibility Examination (Rule VIII of the *Rules*). The passing score on the Multistate Professional Responsibility Examination in California is an unrounded, scaled score of 79.00. **A separate application must be filed for that examination, which is only available through the National Conference of Bar Examiners.**

It is necessary for an applicant to request that the National Conference of Bar Examiners report his/her score to California. **Simply being a California applicant or resident will not cause this to occur. To ensure the accurate reporting of scores, an applicant's California registration as a law student number** (which, for anyone registering since September 1983, is your social security number) **is required on the score report form.** For applications and other information, please contact the National Conference of Bar Examiners on their website at www.ncbex.org or:

NATIONAL CONFERENCE OF BAR EXAMINERS

MPRE Application Department
Post Office Box 4001
Iowa City, IA 52243-4001
PHONE: (319) 337-1287

Test dates for the 2003 Multistate Professional Responsibility Examinations are **March 8, 2003, August 8, 2003 and November 7, 2003.**

SCOPE OF THE CALIFORNIA GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The examinations are structured so that applicants may be required to answer questions involving issues from all of the subjects listed below.

- | | | |
|-----------------------|--------------------------------|--------------------------|
| 1. Civil Procedure | 6. Criminal Law and Procedure | 10. Remedies |
| 2. Community Property | 7. Evidence | 11. Torts |
| 3. Constitutional Law | 8. Professional Responsibility | 12. Trusts |
| 4. Contracts | 9. Real Property | 13. Wills and Succession |
| 5. Corporations | | |

INSTRUCTIONS REGARDING PROFESSIONAL RESPONSIBILITY

Performance tests and/or essay questions may test knowledge of the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, and leading federal and state case law on the subject in addition to the ABA Model Rules of Professional Conduct and ABA Model Code of Professional Responsibility. Professional responsibility issues may be included in conjunction with any subject tested on the examination.

The Multistate Professional Responsibility Examination is a separate requirement for admission to practice law in California.

INSTRUCTIONS REGARDING WILLS AND SUCCESSION

Applicants are expected to be familiar with the following provisions of the California Probate Code and understand California Law in the specific areas noted:

Division 2. General Provisions

- Part 1. Effect of Death of Married Person on Community and Quasi-community Property, Sections 100-103
- Part 3. Contractual Arrangements Relating to Rights at Death, Sections 140-147, 150
- Part 5. Simultaneous Death, Sections 220, 222-224
- Part 6. Distribution Among Heirs or Beneficiaries, Section 240

Division 6. Wills and Intestate Succession

Part 1. Wills

- Chapter 1. General Provisions, Sections 6100, 6101, 6104, 6105
- Chapter 2. Execution of Wills, Sections 6110-6113
- Chapter 3. Revocation and Revival, Sections 6120, 6121, 6123

Part 2. Intestate Succession, Sections 6400-6402

Part 3. Family Protection

- Former Chapter 5. Spouse and Children Omitted from Will, Former Sections 6560-6562, 6570-6573 [for decedents dying prior to January 1, 1998]

Division 11. Construction of Wills, Trusts, and Other Instruments

Part 1. Rules for Interpretation of Instruments, Sections 21105, 21109, 21110, 21137

- Part 6. Family Protection: Omitted Spouses and Children [for decedents dying on or after January 1, 1998]
 - Chapter 2. Omitted Spouses, Sections 21610-21612
 - Chapter 3. Omitted Children, Sections 21620-21623

UNIFORM COMMERCIAL CODE

The following provisions of the Uniform Commercial Code should be used where pertinent in answering the essay questions:

- a. All of Article 1;
- b. All of Article 2;
- c. Those provisions of Article 9 concerning Fixtures

MULTISTATE BAR EXAMINATION

The National Conference of Bar Examiners (NCBE) issues a "Bulletin of Information for Applicants" concerning the Multistate Bar Examination (MBE). The MBE tests six subjects: Constitutional Law, Contracts, Criminal Law, Evidence, Real Property, and Torts. Please refer to the "Subject Matter Outline" in that Bulletin for information on the scope of coverage of the Multistate Bar Examination. This bulletin can be downloaded from the NCBE website at www.ncbex.org/pub.htm.

MORAL CHARACTER DETERMINATION

In addition to passing the required examinations, applicants seeking admission to practice law in California must file an Application for Determination of Moral Character. The application is a separate form and initiates the moral character review process. This application may be filed at any time but applicants should be aware that the review process is very time consuming and can take up to 180 days to complete. Applicants are not eligible for admission until a positive moral character determination has been made and all other admission requirements have been met.

In accordance with Rule VI, Section 7 of the *Rules*, after receiving a positive moral character determination and until they have taken the attorney's oath and been admitted to the State Bar of California, applicants have a continuing duty to notify the Committee of Bar Examiners in the event there is a change or addition to the information previously furnished on the moral character determination application. After 12 months have elapsed since filing an Application for Determination for Moral Character, applicants are required to file annually on the month of their birth statements made under penalty of perjury that there have been no changes to the information provided on previously filed applications. A positive moral character determination is valid for twenty-four (24) months from the date of the initial determination. To extend this time period, applicants must file an Application for Extension of Determination of Moral Character before the then current validity period expires and receive a positive moral character determination from the Committee.

CHILD SUPPORT STATE LICENSING MATCH SYSTEM

Applicants who have met all other requirements but who have been certified by the State Department of Social Services as being in non-compliance with court ordered child or family support will not be certified to the Supreme Court as qualified to practice law in California unless the appropriate release has been obtained. See Rule II, Section 6 of the *Rules*.

TIME LIMITATIONS FOR ELIGIBILITY FOR CERTIFICATION

No applicant shall be eligible for certification to the Supreme Court of California for admission to practice law unless such certification shall have been made and the applicant shall have taken the attorney's oath of office within five years after the last day of the California Bar Examination at which the applicant was successful, unless for good cause in a particular case the Committee extends such time limitations.

RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA

The Application to Take the California Bar Examination will be processed in accordance with the *Rules*. If you wish a copy of the current *Rules*, you may request one from the Office of Admissions or you can access the *Rules* through the Internet by visiting the State Bar's Home Page at <http://www.calbar.ca.gov>.

FURTHER COMMUNICATION

All inquiries must be submitted in writing to the appropriate address listed below. This will enable the staff to review your file prior to responding and provide for precise rather than generalized responses. If an inquiry relates to a genuine emergency and requires immediate attention, the telephone numbers listed are provided for assistance in such circumstances.

OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA

180 Howard Street
San Francisco, CA 94105-1639

1149 South Hill Street
Los Angeles, CA 90015-2299

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information/		
Moral Character Application Request	(213) 765-1550	(415) 538-2300
Forms/Study Aids Requests	(213) 765-1520	(415) 538-2303
Law Student/Attorney Registration	(213) 765-1500	(415) 538-2303
Petitions	(213) 765-1500	(415) 538-2303
Testing Accommodations		(415) 538-2185
Other Information	(213) 765-1500	(415) 538-2303
TDD Numbers	(213) 765-1566	(415) 538-2231

The Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday, holidays excepted. Cash, cashier's checks, travelers checks, money orders and personal checks will be accepted between 8:45 a.m. and 4:30 p.m. Credit cards are accepted until 3:00 p.m. From 4:30 p.m. to 5:00 p.m. only personal checks will be accepted.

ADMITTANCE CARDS

Admittance cards are mailed to eligible applicants beginning six to eight weeks prior to the administration of the examination. Any applicant not receiving an admittance card **at least one month prior to the examination**, and who has not otherwise been notified of being ineligible, must contact the Office of Admissions to secure a duplicate card.

IMPORTANT:

Before mailing your application, please check the following:

- ☐ Is the **correct** fee included?
- ☐ Are three Test Center names and codes correctly indicated on your application?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed?

ANY SUPPORTING DOCUMENTS BEING SUBMITTED WITH THE APPLICATION SHOULD BE STAPLED TO THE FRONT COVER OF THE APPLICATION.

WITHDRAWAL FORM

Please complete this form if you wish to withdraw from the California Bar Examination. **NOTE:** Stopping payment on a check or dishonoring a check or contesting a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination.

Social Security #:

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Date of Birth:

 —

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Month Day Year

APPLICANT'S FULL NAME:

[illegible]

Last

[illegible]

First

Middle

MAILING ADDRESS:

It is the applicant's responsibility to inform the Committee in writing of any address changes. All correspondence will be mailed to the current mailing address.

Check here if address change ☐

[illegible]

Number/Street and Apartment Number

[illegible]

Address Continued

[illegible]

City or Non-USA City and Country

State

Zip (U.S.)

I, _____, hereby withdraw from the _____ California Bar Examination.
(Month/Year)

I understand that the only refund I will be entitled to, if any, is that which is specified in the Information for Unsuccessful Applicants and if I decide to reinstate my application, I will be subject to any late filing fee applicable at that time. I further understand that if I apply for a future examination, I will be subject to the same filing deadlines as a first-time applicant.

Signed: _____

Telephone: _____

Date: _____